

~~RESTRICTED~~~~CENTRAL INTELLIGENCE AGENCY REGULATION~~

NUMBER

1 February 1960

SERVICESI. GENERAL SERVICESA. SPACE ACQUISITION AND ASSIGNMENT

1. The Chief, Services Division, Administrative Staff, is the ~~chief~~ official of CIA authorized to request the assignment of Government-owned or leased space through the Public Buildings Service, General Services Administration.
2. Requests for the acquisition of space should be forwarded to the Chief, Services Division, with an indication as to the type of space required, the desired location, the quantity in square feet, and the general purpose for which it is required, together with such justification as is appropriate.
3. Space assignments to CIA activities in the Washington area and within the continental limits of the United States will be made by the Chief, Services Division.

B. SPACE RELEASE AND EXCHANGE

1. The Chief, Services Division, will be notified by memorandum of assigned space which may be released by a CIA activity.
2. Requests for the exchange of space between two or more activities of CIA will be made by memorandum to the Chief, Services Division.

C. REPAIRS AND MAINTENANCE OF BUILDINGS ASSIGNED TO OR LEASED BY CIA

1. All requests for repairs or maintenance services required in buildings assigned to or leased by CIA will be made to the Chief, General Services Branch, Services Division, on Form No. 56-7 in a single copy or by memorandum, as appropriate. Requests for repairs or maintenance for CIA buildings will not be made unless authorized by the Chief, General Services Branch, Services Division.

D. MOVES

1. Requests for moving of offices or other activities will be made by memorandum to the Chief, General Services Branch, Services Division, indicating the building and rooms from and to which the moves are to be made. Normally, a minimum period of three days will be required in order to arrange for such moving services.

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**E. PARKING SPACES**

1. The assignment of parking spaces will be made by the Chief, Services Division, to CIA activities for reassignment to their employees. Requests for parking spaces, therefore, will be made by employees to the Administrative Officer of the activity concerned for consideration. *VIOLET*

**F. TELEPHONE AND TELETYPE SERVICE**

1. Requests for telephone service will be made to the Chief, Telephone Section, General Services Branch, ~~Services Division~~, by memorandum describing the type of service required, the building, and rooms in which service is to be located, and the individual to be contacted for detailed information. A minimum period of from three to five days for change or initial installation of telephone service is required.
2. Requests to utility companies for telephone and teletype services within the Washington area will be made only by the Chief, Telephone Section, the Chief, General Services Branch, or the Chief, Services Division.

**G. CAFETERIAS**

1. The Chief, General Services Branch, Services Division, is designated as liaison to Government Services, Inc., in connection with cafeterias operated by that organization in CIA buildings. Suggestions or complaints in connection with the operation of such cafeterias will be made to the Chief, General Services Branch.

**H. HOT PLATES**

1. Hot plates or other types of electrical devices for the purpose of making coffee or sandwiches, or any other similar electrical device, may be used only after arrangements have been made through the Chief, General Services Branch, Services Division, for their installation in accordance with requirements laid down by the Public Buildings Service, General Services Administration. Assistant Directors and Staff Chiefs will exercise reasonable administrative control over the number and location of such installations.

**I. REPORTS OF INJURIES**

1. Reports of injuries to employees in buildings assigned to or leased by CIA will be made in writing to the Chief, Services Division. Similar reports must be made by the Chief, Services Division, to the General Services Administration. Details regarding the cause of the accident, the duration of the injuries, and such other pertinent information will be included in the reports.

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**J. REPORTS OF DISMISSAL OF PERSONNEL DUE TO EXCESSIVE HEAT**

1. Assistant Directors and Staff Chiefs, or their authorized designees, will make daily reports during the hot summer months to the Chief, Services Division, of the personnel dismissed due to excessive heat. The Chief, Services Division, in turn, is responsible for appropriate reporting to the General Services Administration. The reports submitted will contain the following information:
  - a. The number of individuals released.
  - b. Building locations of such individuals.
  - c. Temperature and humidity readings in each location.
  - d. Hour or hours when such releases were authorized.

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**SERVICES****II. REPRODUCTION****A. AUTHORIZATION TO REQUEST REPRODUCTION**

1. Assistant Directors or Staff Chiefs will designate those individuals under their jurisdiction who are authorized to request reproduction services. Such authorization should be forwarded in writing to the Chief, Services Division, CAF-9 or after.

**B. REQUISITIONS FOR REPRODUCTION SERVICES**

1. Requests for reproduction services will be submitted on Form No. 36-2 in an original and one copy, indicating the process to be employed in the reproduction and the desired date of delivery.

**C. PROCESS -- COPIES**

1. The demand upon CIA reproduction facilities is extremely great, and individuals authorized to request reproduction services should thoroughly familiarize themselves with each type of process and the time required for reproduction and cost of each. The number of copies requested should always be kept to a minimum in order to avoid the establishment of a backlog in the reproduction activity, thereby making the reproduction of important intelligence documents possible with greater rapidity.

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SERVICES**III. SUPPLY AND PROPERTY****A. CONTRACTING AND PROCUREMENT AUTHORITY**

1. The Director of Central Intelligence will authorize those employees who may enter into legal obligations in the forms of informal or formal contracts or any type of procurement of supplies, equipment, or services. Such delegations will not be contained in this manual, but will continue to be the subject of separate instruments signed by the Director. Employees not so authorized may not under any circumstances obligate the agency for payment for any supplies, equipment, or services.

**B. AUTHORITY TO INITIATE REQUESTS RESULTING IN FINANCIAL OBLIGATIONS (SUPPLIES, EQUIPMENT AND SERVICES)**

1. Assistant Directors and Staff Chiefs are authorized to initiate requests for supplies, equipment and services which result in financial obligations, with the power of delegation to such additional individuals as may be necessary for good administrative control.

**C. REQUISITIONING SUPPLIES, EQUIPMENT AND SERVICES**

1. Designation of Authority to Requisitioning Officers: Assistant Directors and Staff Chiefs may delegate authority to requisition supplies, equipment and services to any commissioned officer of the Armed Forces or any employee of GS-7 classification or higher, under their jurisdiction. Names of employees designated as Requisitioning Officers will be filed with the Chief, Services Division. Individuals so designated will serve as Accountable Officers for all property under their jurisdiction, and hereinafter will be referred to as Accountable Officers.

**2. Classification of Supplies:**

a. "Stock" items are those items for which there is a general demand throughout the agency. These items are carried in stock in the CIA warehouse and are listed in catalog, namely, "Office Supplies" and "Office Furniture and Equipment".

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b. "Purchase" items are those items which must be purchased to order. Such items include those for which there is infrequent demand, those used only by particular using activities of CIA, and items requiring special control by the Services Division, Administrative Staff.

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3. Requisitioning Procedure:

a. General: Requisitions will be prepared in accordance with this instruction on Form No. 36-7, "Request for Supplies, Equipment and Services", and forwarded to the Chief, Services Division, Administrative Staff.

b. "Stock" Items:

(1) "Expendable" Property: Forward the signed original and one copy of requisition.

(2) "Non-Expendable" Property: Forward the signed original and two copies of requisition.

c. "Purchase" Items: Forward the signed original and two copies of Form No. 36-7 to the Chief, Services Division.

d. Repairs to Typewriters, Office Machines and Furniture: Any employee may request minor repairs to office machines, typewriters, and furniture by telephoning Extension 480. Request for major repairs will be made on Form No. 36-7, to be submitted in an original and two copies.

D. PROPERTY ACCOUNTABILITY

1. Employees designated as Requisitioning Officers by SECTION III-C, paragraph 1 above, are hereby appointed Accountable Officers for all property under their jurisdiction. Accountable Officers will designate individuals as Responsible Officers according to the organisational structure or location of the activity. Responsible Officers will be held responsible for the proper use, protection, and movement of any government property which may come into ~~his~~ custody or control.

2. Listed below is the prescribed manner in which property records will be established by Accountable and Responsible Officers:

a. A property record account will be established for each designated Accountable Officer and an account number will be assigned to each account by the Chief, Services Division.

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b. The face of Form No. 36-14, "Stock Control Card", will indicate by item, total accountability for property under his control. The reverse side of Form No. 36-14 known as the "Accounts Control" will be used to record issues to Responsible Officers within his organization.

c. Accountable Officers will maintain a permanent file of credit and debit vouchers to support transactions in their property account.

*omitted*

d. Each Accountable Officer will maintain in the voucher file a roster of Responsible Officers under his control, listing the sub-account number and the office or activity for which each is responsible.

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e. When an Accountable Officer authorizes the issue of small portable items, such as brief cases, pen sets, etc., he will prepare Form No. 36-24, "Property Issue Record", Revised, and have the employee sign the form as having received the property. When the property is returned, the Accountable Officer may issue a receipt, if requested, in memorandum to the employee. Accountable Officers are responsible for granting property clearance on all employees under their jurisdiction, who are transferred within the organization and/or separated from the Agency as prescribed in current regulations.

f. "Reports of Inventory Adjustments", Form No. 36-16, will be prepared in triplicate and forwarded to the Chief, Services Division. The use of such reports will be confined to rectifying errors resulting from incorrect nomenclature, clerical or typographical errors, and assuming accountability for property previously unaccounted for.

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g. "Survey Report", Form No. 36-18, will be prepared in triplicate and forwarded to the Chief, Services Division, in the event property is lost, destroyed, damaged or stolen. *lost or stolen  
property should be reported immediately to the Audit Section, Services Division  
by 75%* in order that a prompt investigation may be carried out.

h. "Transfer of Property Accountability" will be effected after audit of the records and a complete physical inventory has been made. A memorandum certificate will be executed by the outgoing and incoming Accountable Officers transferring accountability.

i. The Audit Section will conduct audits and inventories of property accounts as directed by the Chief, Services Division.

3. Add to the [redacted] records by  
Responsible Officers - 3

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~~RESTRICTED~~**E. PROPERTY UTILIZATION**

1. In order to obtain maximum economical use of non-expendable equipment, there is hereby established a property utilization program to be administered as set forth herein.

1. a. Numerical Limitations of all common-use items (Class A, B, and C) will be established by agreement between Administrative Officers of each office and staff section and the Chief, Services Division, in accordance with Tables of Organization authorized by the Executive. Numerical limitations for common-use items may be increased or decreased by mutual agreement between the Administrative Officer of the activity concerned and the Chief, Services Division, Administrative Staff. Issues in excess of numerical limitations as agreed upon will not be made by the Supply Branch, Services Division.

1. b. Assistant Directors and Staff Chiefs

1. b. Administrative and Accountable Officers will take such action as is necessary to accomplish maximum and proper use of all equipment and to requisition suitable equipment to fill specific needs.

1. c. The Audit Section, Services Division, Administrative Staff, will review the use of equipment as a part of periodic audits which will be performed on accountability records as now established. Equipment excess to the needs of CIA activities will be reported as excess to the Supply Branch, Services Division, by the use of Property Turn-In or Transfer Slip, Form No. 56-24, for re-issue to other CIA activities.

1. d. Pursuant to the above, the following policy is established as a general guide for the allocation of office equipment and furnishings to the various offices of CIA.

**CLASS "A" EQUIPMENT**

Offices of the Director and Deputy Director  
 Offices of Assistant Directors and their Deputies  
 Offices of CIA Staff Chiefs and their Deputies

**CLASS "B" EQUIPMENT**

Offices of Division Chiefs  
 Offices of Chiefs of organizational units equivalent to a Division

**CLASS "C" EQUIPMENT**

All other offices.

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## F. PROPERTY DISPOSAL

1. Excess Property: Property which is excess to the needs of any using activity will be returned to stock by forwarding to the Chief, Services Division, an original and two copies of Form No. 36-24, "Property Turn-In or Transfer Slip", stating the location and date the property may be picked up.

2. (a) Survey Boards: A Property Survey Board composed of members as listed below is hereby constituted to act on all matters pertaining to loss, damage, destruction, theft, or for the disposition of public property for which CIA is responsible:

Deputy Chief of I & SS	Chairman
Chief, Inspection Division, I & SS	Member
Asst. General Counsel	Member and Legal Advisor
Chief, Services Division, Administrative Staff	Member and Recorder
Chief, Audit Section, Services Division, Administrative Staff	Member and Alternate Recorder

Three members will be considered a quorum. The Chief, Services Division, will supply such administrative, technical and clerical assistance as may be required by the Board.

## 3. The Property Survey Board will:

- Determine the pecuniary liability or relief from accountability or responsibility of any individual for loss, damage, destruction or theft or other disposition of public property for which CIA is responsible, where the total monetary value involved is \$1,000.00 or less.
- Designate any qualified individual to act for it in appropriate cases in determining relief from accountability or responsibility for damage to, or shortage of, CIA property where there is no evidence of fault or neglect on the part of the individuals concerned and where the estimated damage is not in excess of \$100.00.
- Direct disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA. The Board may designate any qualified individual to act for it in appropriate cases under this authorization.

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- d. Recommend action to the Executive in connection with paragraph F-2a. above, where the monetary value involved is in excess of \$1,000.00, who will take final action or recommend action to the Director in his discretion.
- e. Require such initial Survey Reports and presentation of evidence either in person or in writing, as may be considered necessary to arrive at appropriate conclusions and determinations.
- f. Maintain adequate records of its actions.

4. The Board and the Executive are charged with the responsibility of informing the Director of any unusual circumstances or matters which should be brought to his personal knowledge in connection with these instructions. Board reports under this paragraph will be routed through the Executive.

5. Individuals against whom pecuniary responsibility is established under the provisions of these instructions may appeal, in writing, to the Director, within thirty (30) days after receipt of notification of such liability.

**G. REMOVAL OF GOVERNMENT PROPERTY FROM CIA BUILDINGS**

1. A properly authenticated "Property Pass," Form No. BM-68, is required before government property can be removed from CIA buildings. Property Accountable Officers and other employees designated by the Services Division are authorized to issue property passes. The Chief, Services Division, will file with the Captain of the Guard Force, through the Physical Security Branch, I & SS, a list of all personnel authorized to issue property passes.

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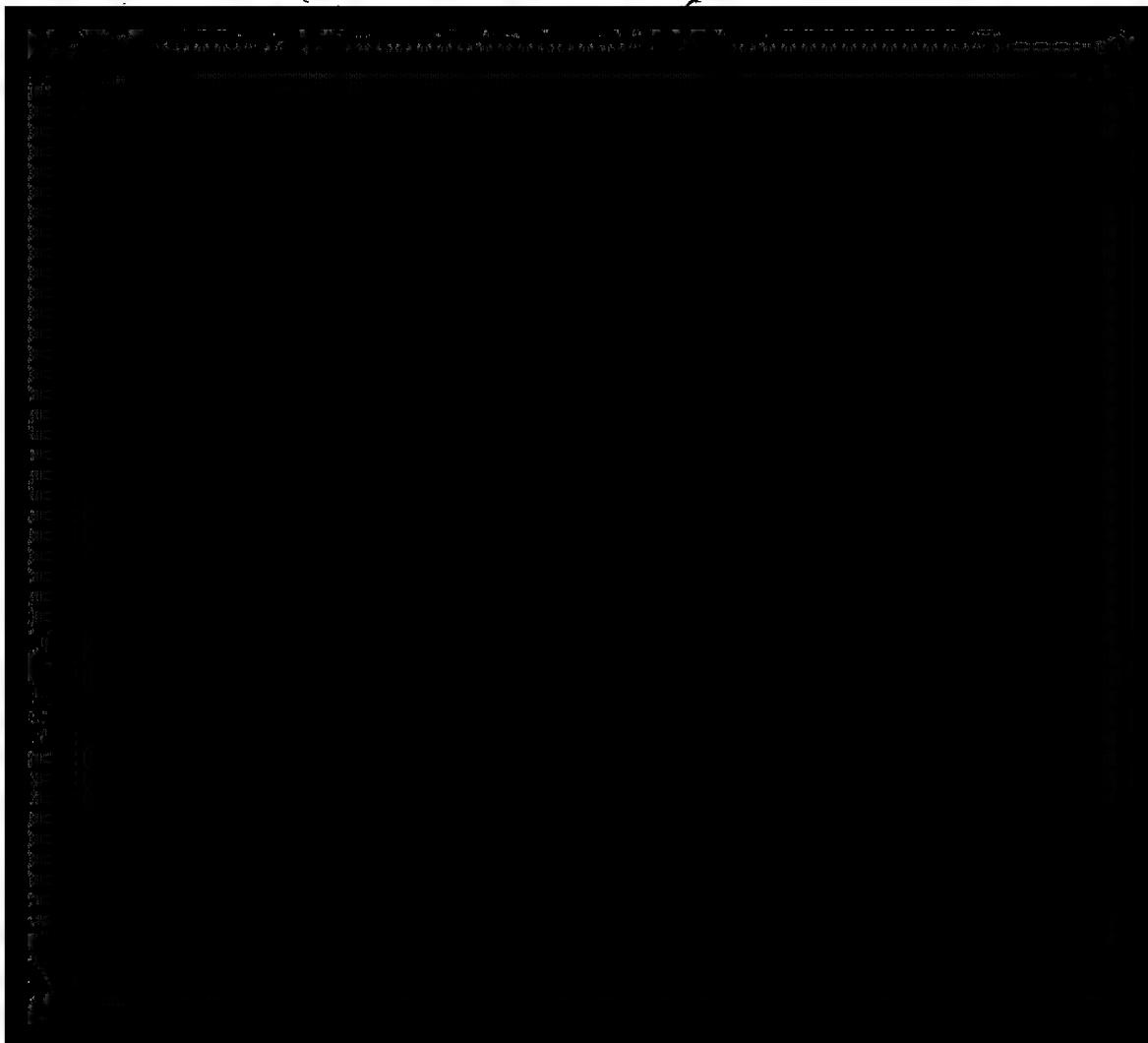
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Partial Deliveries: Copies No. 2, "File Copy"; No. 4, "Receiving File Copy"; No. 7, "Procurement Copy"; and No. 10, "Vendor File Copy", may be used for acknowledgement of partial deliveries. However, when used for acknowledgement of partial deliveries, they should be marked accordingly with copy designation marked through and marking one copy "Fiscal Receiving Copy", one copy "Property Record Copy", and one copy "Accountable Officer Copy". In the event these copies are inadequate, memorandums may be used citing applicable Form No. 36-1. Memorandums must indicate order number, items and quantities on which delivery has been accomplished. Copy No. 11, "Requisitioning Office Copy", will be retained in the field office for record purposes.

4. For the purpose of administrative control, there is established a monthly limitation for each field office, for supplies and equipment to be procured in the manner discussed above, in the amount

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of \$200.00. An item limitation of \$50.00 is imposed, which makes it necessary that approval be secured from the Chief, [redacted] or Chief, [redacted] as the case may be, in advance of procurement action, for items priced in excess of \$50.00. An encumbrance for each field office will be established by the Fiscal Division.

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5. Items of equipment required by field offices which are in excess of the limitation established herein will be requisitioned through the [redacted] or [redacted] Washington, by letter. Upon receipt of such requests, they will be submitted by the Chief, [redacted] or Chief, [redacted] to the Chief, Services Division, who will determine the most feasible method of procurement and will either procure for shipment to the field office or authorize procurement to be made in the field. Copies of such authorizations will be forwarded to the Chief, Fiscal Division.

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Services obtainable through Pacific Service, Inc.  
for [redacted]  
of the United States.

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2. our submission. 8 April 50.
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C. Supply Procurement for International Activities Outside the  
Limits of the United States.

1. Authority

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The Transportation Branch, Services Division, Administrative Staff, will be responsible for performing the following functions with respect to travel of personnel on official business; movement of household goods and dependents when travel is in connection with a change of official station; the shipment of supplies and equipment, and the operation of a motor pool consisting of passenger carrying vehicles and trucks.

**1. Transportation of Employees:**

(a) Upon receipt of approved copy of "Request for Travel Order", Form 54-5, (see Administrative Instruction No. 50-1), the Transportation Branch will contact the traveler by telephone to ascertain date of departure, mode of travel to be utilized and length of time required at stopover points in order that necessary reservations may be made and Transportation Requests prepared. Where travel overseas is involved arrangements are made for procuring passports, physical examinations, immunizations when required and the procuring of Theater Commander's approval, the issuance of identification and special travel orders when travel is to an occupied zone. ~~Appointments are made~~ for briefing and security clearance within 48 hours prior to employee's departure for overseas.

(b) In order to insure the proper immunization of overseas appointees and their dependents, and to safeguard the security requirements of the Agency, it is the policy to effect all possible immunizations of both employee and their dependents in the Medical Division, Administrative Staff.

(c) These immunizations will be given by the Medical Staff during overseas processing or training for all employees and their dependents who report to the Washington office prior to departure for overseas station. For those employees and their dependents who do not report to Washington prior to such

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travel, it will be incumbent upon the Assistant Director or Staff Chief concerned to insure that all medical requirements as prescribed by the CIA Surgeon are met prior to final clearance for departure overseas.

(d) In those cases where private physicians must be utilized, the employee may be reimbursed for the cost of his immunization and that of his dependents. (See Administrative Instruction No. 70-1)

(e) The Transportation Branch will arrange all reservations and issue the necessary Transportation Requests to cover the travel. In order to provide transportation via the most economical route(s) and take advantage of minimum-costing accommodations for both rail and ocean travel, requests for space must be placed as far as possible in advance of the travel date.

**2. Household Goods and/or Personal Effects:**

(a) Existing legislation authorizes the payment of transportation expenses and other expenses incident thereto for the movement of household goods and personal effects in connection with change of official station within certain weight limitations.

(b) For movement between [REDACTED]

[REDACTED] Public Law 600 - 78th. Congress, provides that transportation expenses for shipment of household goods and/or personal effects will be on a commuted basis at rates per one hundred pounds as fixed by zones, therefore all arrangements for such shipments, including packing, crating, drayage, etc., must be made by the employee and reimbursement claimed through regular channels.

(c) In connection with the shipment of household goods and personal effects to overseas destinations, requests for such shipments must be routed through Administrative Offices to the Transportation Branch including therein the following information:

Name  
 Title and Branch  
 Present Official Station  
 New Official Station  
 Location of Effects (street address)  
 Person to be Contacted at That Address  
 Estimated Weight of Shipment  
 Approximate Date Goods to be Picked Up

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The Transportation Branch will make all arrangements to have the household goods and personal effects picked up from the employee's home, packed, crated and otherwise prepared for export shipment and upon completion of the packing and crating will arrange for the shipment to the overseas destination.

3. Dependents:

(a) The Transportation Branch must be advised promptly if arrangements are to be made for the transportation of dependents. Complete information should be furnished showing names, relationship and in the case of minor children, their sex and age.

*(omitted)* (b) Immunizations for dependents must be completed in accordance with paragraph 1 (b).

(b) The Transportation Branch will perform the same services as ~~as~~ rendered to the employee and assist the dependents in every way possible whether they travel with the employee or depart at a later date.

4. Shipment of Supplies and Equipment:

Upon receipt of Form 36-4, "Request for Overseas Shipment of Cargo," the Transportation Branch will assign a cargo number to the shipment for future reference, and advise the Supply Branch as to the cargo number assigned. Upon receipt of advice from the Supply Branch that the cargo is packed and ready for shipment the Transportation Branch will request shipping space through the U. S. Dispatch Agent and upon confirmation of such space will arrange for delivery of the cargo to the port of embarkation.

5. Motor Transportation:

(a) The Transportation Branch maintains a central motor pool comprised of passenger carrying vehicles, including buses, and various types of trucks and trailers. Passenger cars are operated to meet transportation needs which cannot be secured by the use of scheduled shuttle service. Transportation other than by shuttle service to points served by the shuttle may be requested from the Dispatcher, Extension 624 or 2224, explaining why shuttle service cannot be utilized.

*② Le Night Duty Officer*

(b) Assignment of passenger carrying vehicles to individuals and activities will be made only upon the written request of an Assistant Director or Staff Chief and approved by the Executive. It is the policy of the Director to

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keep such assignments to an absolute minimum, and to utilize the shuttle and motor pool service to the maximum possible degree.

(e) 1. Except as otherwise specifically authorized in writing by the Executive, no employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Chief, Services Division, Administrative Staff, after appropriate certification by the Testing and Standards Branch, Personnel Division, and the Medical Division, <sup>Staff</sup> Administrative Staff. Requests for drivers' licenses should be made in writing by the Office or Staff Section concerned, to the Chief, Services Division, indicating necessity.

2. CIA employees authorized to operate CIA vehicles in localities sufficiently distant from Washington so that CIA testing is impractical must meet the legal driving requirements of their locality. Chiefs of field stations are responsible for insuring compliance with this directive.

(f) All assigned and pool chauffeurs are supervised by the Chief, Transportation Branch, Services Division, Administrative Staff, for administrative purposes, including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.

(g) 1. Except as specified in 2. below, pool chauffeurs will not wait for passengers longer than 15 minutes, unless prior arrangements have been made with the Dispatcher.

2. Assistant Directors and Staff Chiefs and their deputies, when using motor pool cars, are authorized to have such cars wait for them at destinations regardless of the time involved, or to return for them, at a given time. These officials should inform the Dispatcher whether the car should wait or return in order that chauffeurs may receive proper instructions from their supervisor.

(h) Chauffeurs who perform overtime work will report the hours worked, together with the signature of the person for whom the driving was performed as a basis for overtime payments. Prior verbal approval for overtime driving should be obtained, if practicable, from the Chief, Transportation Branch, Services Division, Administrative Staff.

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(g) Chauffeurs are personally responsible in the event of traffic violations. Chauffeurs will not be ordered to violate traffic regulations.

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(h) A completely equipped garage is maintained at [REDACTED] for the storage, repair and maintenance of all Agency vehicles located in the Washington area. Except as otherwise authorized in writing by the Executive, all CIA vehicles located in Washington will be returned at the end of each day to the garage. Those vehicles which are not garaged at [REDACTED] must be brought in at regular stated intervals to receive servicing, maintenance, etc.

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(i) 1. Government motor vehicles are to be used by personnel of this Agency for official purposes only.

2. Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government-owned vehicle for other than official purposes.

3. The Chief, Administrative Staff, will make periodic checks of dispatch records, and will discuss with Assistant Directors and Staff Chiefs any apparent violations of this paragraph. When considered necessary he will report apparent violations to the Executive for further action, including statement of previous discussions with officials concerned.

(j) In order that the Transportation Branch may maintain proper records and insure that all Agency vehicles are serviced at regular intervals, a "Monthly Maintenance Report-Motor Vehicles", Form 38-60, will be submitted on all vehicles in the field within the Continental limits of the United States which are not serviced at the [REDACTED] Garage. Form 38-60 should be submitted to the Transportation Branch through the Administrative Officer of the Office to which the vehicle is assigned.

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(k) Trucks and trailers are operated for the delivery of supplies and equipment to the various Agency offices in the Washington area and for such other local and long distance hauling as necessary.

6. Use of traffic laws added.

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